

January 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		State Holiday	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing
	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday		
			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing
	State Holiday	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday	
				ACH Reversal Cutoff		
February 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					DAY 1 Off-Cycle Workbench Cutoff	
		DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed
	Payday				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	
	State Holiday	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing ACH File to Bank	Warrants to Agency Warrants Mailed	
	Payday					
March 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	
	Payday				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	
	Payday				ACH Reversal Cutoff	
April 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency	
	Warrants Mailed ACH File to Bank		Payday			
		DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	
	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday		
May 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing
		Warrants to Agency	Warrants Mailed ACH File to Bank		Payday	
				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	
	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency Warrants Mailed ACH File to Bank		Payday	
	State Holiday				DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	
June 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	
	Payday				ACH Reversal Cutoff	
	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed
		Payday				